

SECRET

NOTICE
NO. [REDACTED]

PERSONNEL
March 1954

25X1A

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LEAVE

REDUCTION OF EXCESS ANNUAL LEAVE ACCUMULATIONS

1. This Notice implements Notice No. [REDACTED] issued 16 October 1953 by establishing the Agency policy for the reduction of excess annual leave accumulations in accordance with the provisions of Public Law 102 - 83rd Congress.

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2. It is the policy of the Agency to completely eliminate the accumulated annual leave balances in excess of the maximum allowable accrual prescribed in Public Law 102 for every Agency employee within ten years subsequent to 1 January 1954 in the manner prescribed below:

a. Each employee in the United States who had accrued annual leave in excess of 30 days at 1 January 1954 is required to take 6 days annual leave each calendar year in addition to current year leave accruals until his accrued annual leave at the beginning of a leave year is 30 days.

b. Each employee who is located outside the continental United States on PCS who has accrued annual leave in excess of 45 days is required to take 6 days annual leave each calendar year in addition to current year leave accruals until his accrued annual leave at the beginning of a leave year is 45 days. The reason that overseas employees are permitted to accumulate annual leave in excess of that permitted employees in the U. S. is so that they will have ample leave for extended stays in the U. S. when they are able to return (Annual and Sick Leave Act of 1951). Accordingly, those overseas employees who return to duty in the U. S. with 45 or more days accrued annual leave will be required to ~~use at least 15 days accrued annual leave~~ within one year after their arrival in the U. S. Subsequent to the reduction of the 15 day excess accrual they will be governed by the policy in 2.a. Overseas employees returning to the U. S. with more than 30 but less than 45 days accrued annual leave shall be required to reduce their leave balances to 30 days within one year after their arrival in the U. S.

*Reduce their
excess annual
leave balances
at least 15 days*

c. Those few employees whose leave accruals at 1 January 1954 are in excess of 90 days are required to use each calendar year at least one-tenth

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of the accrued leave in excess of 90 days in addition to current year accruals of leave and the 6 days prescribed in paragraph 2. *above*

3.4 3. All supervisors are directed to plan the leave of the employees under their supervision, commencing with the current leave year, to carry out the policy set forth in paragraphs 2. and 3.

4 4. The Office of the Comptroller will furnish promptly to each office the names of departmental [REDACTED] employees within its area whose accrued annual leave exceeds the allowable maximum of 30 days and indicating the total number of annual leave hours accrued to each employee as of 2 January 1954. Similar lists will be prepared and distributed for overseas personnel as soon after the beginning of each subsequent leave year as the data becomes available *at a later date*

5 5. Inasmuch as there is pending legislation which may increase the legal maximum annual leave accruals, employees in the U. S. who have leave accruals in excess of 30 days but less than 60 days, and employees overseas whose leave accruals are in excess of 45 but not more than 90 days, may wish to consider delaying the use of the additional leave prescribed in paragraph 2 until after the close of the current session of Congress. In the event legislation is passed increasing the legal maximum leave accrual, an amendment to this Notice will be published requiring reduction of excess leave accruals only for those employees who have leave in excess of the new allowable maximum in accordance with the policy contained herein.

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